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**Subject: Nutrition Education Committee**

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Effective Date: October 1, 2010

Revised from: October 1, 2008

**Policy:** The Nutrition Education Committee (NEC) advises the State Agency (SA) in the development/revision of printed materials, audiovisuals, and nutrition education support materials. Committee members include a minimum of one SA staff and four – eight representatives of Local WIC Agencies (LA). The committee meets quarterly. In addition, WIC Advisory Committee (WAC) members may be contacted on nutrition education issues, as needed.

**Reference: 246.11, Nutrition Services Standards, Standard 9**

**Procedure:**

1. Solicit members from LAs to serve on the NEC.
  - a. Members serve for two or more years corresponding to the calendar year.
  - b. Travel expenses including mileage, lodging, meals and related expenses for LA members will be reimbursed by the SA according to current state reimbursement policies.
  - c. Members will be reimbursed by their LA for time spent at meetings or in assigned committee work either through SA funds or time may be covered by LA grant funds at the discretion of the LA.
  - d. Members attend all meetings or get an alternate if the member is unavailable.
  - e. Members represent WIC LAs in all issues before the committee.
2. SA schedules quarterly NEC meetings.
  - a. At least one of the meetings will be a conference call. If possible, one meeting will be held in conjunction with the Kansas WIC Conference.
  - b. The SA Nutrition Education Specialist will solicit agenda items prior to the meeting.
3. Members provide input on proposed nutrition education changes.
  - a. Members review nutrition education materials or provide input on nutrition education matters between meetings, as needed.
  - b. The SA takes the committee's suggestions under advisement and revises/develops nutrition education materials as time and budget allows.